

Blanket Purchase Agreement (BPA) Instructions

BPA # _____

Date: _____

Placing Orders

BPA orders are generally placed orally or in person. When authorized by the BPA to place an order against a BPA, you should provide the vendor with the following information:

1. Title, name and office of the ordering official. This must be an authorized ordering official cited in the BPA.
2. BPA number.
3. Date order is placed.
4. Itemized listing of supplies or services desired and quantities. The unit prices and extension of prices less discounts must be agreed upon at this point.
5. Required delivery date.
6. Marking instructions for any shipment of supplies. At a minimum include the BPA number and the ordering office.

Documenting Orders Placed Against BPAs

Like all other purchases, BPA orders must be backed by a commitment of funds. To ensure adequate funding, it is essential to maintain records of all orders placed against a BPA. Attached is a copy of the log that must be maintained. **Send the log to the Financial Management Office by the fifth work day** of each month and a **copy to the GSO** office for filing with the official BPA file and reporting transactions to the State/Federal Procurement Data System (S/FPDS).

The use of BPAs does not exempt us from the responsibility for keeping obligations and expenditures within committed funds. If the BPA was backed by a commitment of bulk funds, **it is your responsibility to ensure that funding levels are not exceeded, to avoid an Anti-Deficiency Act violation.** Contact the Financial Management Office well in advance, if additional funding will be required.

Invoices

Invoices will be submitted directly to the Financial Management Office for payment. Upon receipt of the supplies or services, you must sign the contractor's delivery ticket receipt. The contractor must attach a copy of these receipts with its invoice.

A/OPE
August 1, 2008
(last reviewed December 2013)

Authorized Ordering Officials

Only authorized ordering officials named in the BPA may place orders against this BPA. The Contracting Officer must make deletions or additions of authorized ordering officials through a modification to the BPA. Notify the Contracting Officer of any proposed changes.

Review

We are required to review BPAs annually. Please notify the Contracting Officer of any problems concerning the BPA. Contact the Contracting Officer if the BPA is no longer needed or if additional vendors for the same supplies or services need to be issued a BPA.

Questions regarding this BPA should be referred to ***Name and Phone Number.***

Attachment:

BPA Log